

GARFIELD PARK Community Council

300 N. Central Park Ave.
Chicago IL 60624

773-638-1766 • www.gpcommunitycouncil.org

Position Description

Title: Housing Counselor
Date Prepared: 6/25/13
Hours: 9-12 hours per week

Background:

The mission of the Garfield Park Community Council is to strengthen, promote and encourage opportunities that support an engaged, equitable, and vital Garfield Park neighborhood. Spun off by the Garfield Park Conservatory Alliance in 2012, the Council is building on its work of the past seven years to revitalize and bring new opportunities to Garfield Park.

In 2010, the Council created and continues to manage the Garfield Park Housing Center, which provides free counseling and referrals to both local renters and landlords in partnership with the Metropolitan Tenants Organization (MTO) and other citywide housing groups. According to the Lawyers' Committee for Better Housing, over 20% of all Garfield Park occupied rental properties were impacted by foreclosure between 2009 and 2011. East and West Garfield Park had some of the highest percentages of foreclosures of any Chicago neighborhoods. Since 2010 the Housing Center has:

- Assisted over 450 Garfield Park renters living in foreclosed buildings
- Assisted over 1,000 renters facing various issues with their rental property
- Over 1,000 people have attended the Council's monthly housing meetings or quarterly workshops

The Housing Counselor position is a part-time position. Three days a week, flexible hours. The role of the housing counselor is to educate and empower tenants and landlords.

Duties and Responsibilities:

- Listen and develop response to issues presented by tenants and landlords
- Assist callers and walk-ins in developing a strategy to solve their problem
- Refer tenants and landlords to appropriate agencies
- Send out written materials to callers
- Maintain knowledge of current laws
- Maintain City supported housing database
- Answering the phone, filing, mailing and other office duties
- Assist in recruiting and setting-up workshops

Qualifications:

- Ability to clearly communicate legal information
- Ability to learn and become familiar with Chicago's residential tenant laws
- Excellent customer service skills
- Computer literacy is a must.

Submit resume, writing sample and references by mail or e-mail to:

GPCC, 300 N Central Park Ave, Chicago, IL 60624 attention Mike Tomas or miket@gpccouncil.org

Garfield Park Community Council is an Equal Opportunity Employer